

# **CRAVEN COUNTY, NORTH CAROLINA**

## **Employment Vacancy Posting**

**POSITION:** Administrative Support Assistant II (304-5)  
**LOCATION:** Recreation & Parks Department  
**SALARY RANGE:** \$27,390 - \$28,708  
**JOB TYPE:** Full-time/Permanent/Non-Exempt  
**POSTING DATE:** March 9, 2016  
**DATE AVAILABLE:** Immediately  
**CLOSING DATE:** March 18, 2016

### **PRIMARY PURPOSE OF POSITION**

Provides administrative assistant duties for all office personnel in Craven County Recreation & Parks Department, as well as volunteers who provide additional support in various programs for the department.

### **ESSENTIAL JOB FUNCTIONS**

Provides administrative, fiscal, and office support with a basic knowledge of sports and recreation practices. Offers support to department staff by greeting the public as they visit the department, answering phones and taking various types of reservation requests. Responsible for recording appropriate information in extensive web-based calendars, generating reports, data entry, handling and processing accounts payable and receivables in the county AS400. Answers questions and provides accurate information for the public regarding all county parks and recreation programs. Will be working extensively in Microsoft Office and web-based programs, including databases and websites for content management, registration and advertisement of all classes, programs and events. Compose letters, memos, agendas and email. Enter various types of data and create reports from that data. May take minutes for the Recreation Advisory Board quarterly meetings. Creates and updates flyers, brochures, programs, forms, and various other publications for all classes, programs and events sponsored by the department. Accurately compose public service announcements for various media outlets through email.

### **ADDITIONAL JOB FUNCTIONS**

Must maintain a positive working relationship with other county departments as they are directly related to the functions of the Recreation and Parks Department. Ability to prioritize work load so that deadlines are met within recreation and parks, as well as other county departments. Must possess the ability to deal tactfully and courteously with the public, in and out of the office, by providing a positive reference to the department.

### **MINIMUM EDUCATION AND EXPERIENCE**

Graduation from high school; administrative/office management experience; or completion of a two-year secretarial science or business administration program and some experience as described above; or an equivalent combination of education and experience. Ability to work independently with minimal supervision. Must be able to obtain a valid NC driver's license and have a reliable means of transportation. Proofreading and editing knowledge preferred.

### **HOW TO APPLY**

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at [www.ncworks.gov](http://www.ncworks.gov) prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Eddie Games at 252-636-6606.

Craven County is an Equal Opportunity Affirmative Action Employer.

